

## Steps to becoming a Delaware Home Performance Contractor

### **How to get started - Step by Step:**

- **1.** Contact the program representative below to sign up for home performance training. Submit a check for \$1,000.00\* payable to the "**Delaware Energy Office**" for each person participating in the training class.

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- **2.** Attend 4-day classroom/field training course to prepare for the Building Performance Institute (BPI) Building Analyst (BA) certification. This class is optional, and serves only to prepare the contractor for taking the BPI Building Analyst examination.
- **3.** Take and pass the BPI Building Analyst certification written and field examinations. Each person tested must bring a check for \$700 payable to **Delaware Energy Office** at least one day prior to the test.\*
- **4.** Mail your completed Contractor Participation Agreement to program representative.
- **5.** Participate in 3-5 mentoring sessions within 3 months of the Building Analyst training.
- **6.** Provide proof that you have access to the required Delaware Home Performance Program diagnostic equipment.
- **7.** Complete and report on home performance jobs. Contractors are required to perform a minimum of 10 audits per year and submit coincided reports to stay an active contractor.

### **Incentives\*\***

1. Costs: Training class \$1,000.00; BPI field examination and mentoring \$700.00. After meeting the training requirements, signing the Contractor Participation Agreement and completing 5 jobs, each contractor will receive a reimbursement for the BPI initial examination of \$700.00\*
2. For those Delaware Home Performance Contractors who do not pass and request to re-take the examination at a later date, the Program may offer the examination at a reduced cost of \$150 per re-test.
3. Free in-field mentoring on the first 3-5 jobs.

***\*\* The Delaware Home Performance Program reserves the right to change the level of program and training incentives.***